

**TILLAMOOK CITY COUNCIL MEETING
TUESDAY, FEBRUARY 22, 2011
CITY HALL, 210 LAUREL AVENUE**

COUNCIL WORKSHOP: A workshop with an Executive Session according to ORS 192.660 (2)(h) Legal Counsel was held beginning at 5:00 P.M. for the purpose of hearing an update on WWTP mediation. At 6:00 P.M. a workshop with the Planning Commission to hear about the Tillamook PUD transmission line relocation project.

CALL TO ORDER/FLAG SALUTE:

Mayor Weber called the regular City Council meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

ROLL CALL:

Those present for roll call:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Steven Forster
Councilor John Sandusky
Councilor Doug Henson

Absent: None

Staff Present:

Paul Wyntergreen, City Manager
John Putman, City Attorney
David Mattison, City Planner
Tim Lyda, Assistant Public Works Director
Bernadette Sorensen, City Recorder

AGENDA:

The posted agenda for the meeting of February 22, 2011 is attached and by this reference is made a part of the record.

MINUTES:

Council minutes for February 7, 2011 were provided in Council packets. **Councilor Sandusky moved approval of February 7, 2011 minutes as written. Councilor Forster seconded the motion.** There were no corrections, additions or deletions. **Motion carried unanimously by Council seated.**

PROCLAMATIONS: **None.**

PRESENTATIONS:

1. **FY2009-10 Audit Report – Greg Koberlein, Pauly, Rogers & Co., CPAs** gave the Council an overview of the City's annual audit report. The City has received a clean opinion. Referencing the management letter of December 15, 2010 he noted a new significant deficiency that staff has already addressed and corrected. He stated that there was a very proactive relationship between management and the auditors which ensured that accounting issues were reviewed as they arose during the audit.

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Koberlein suggested a meeting with the Finance Committee after their initial field work in the future. There were no questions from the Council. **Mayor Weber** thanked Koberlein for the presentation.

APPOINTMENTS: PLANNING COMMISSION VACANCY

City Planner Mattison announced that the City has three positions on the Planning Commission open. Five applications have been received and four of the applicants are present tonight. Two of the applicants are requesting reappointments to the positions they now hold.

Jan Stewart, 2411 Ninth Street, Tillamook current Planning Commission Chair said she enjoys her position and looks at it as a learning opportunity. She enjoys supporting the City in their planning processes.

Tamra Jacobs, 2215 8th Street, Tillamook said that she has served on the Planning Commission for the last 12 years. She likes serving on the commission and seeing the long-term effects of the planning process.

Jane Spence, 5399 Third Street, Tillamook submitted a resume (Exhibit A) and spoke of her professional experience.

Kate Skinner, 309 Miller Ave., Tillamook said she is interested in flood mitigation and zoning and improving the quality of life for the community.

Rob Huston, the fifth applicant, was not present.

After Council commented on the applicants **Mayor Weber reappointed Jan Stewart and Tamra Jacobs and appointed Kate Skinner to the Planning Commission.**

PUBLIC HEARINGS:

FIFTH STREET VACATION – Public Hearing opened by Mayor Weber. **City Planner Mattison** read his staff report to the Council. He said the setback requirements for his addition are the reason for the vacation. The request is for approval of the vacation of a portion of Fifth Street with the description and map attached. The applicant is Ken Werner who plans an addition to existing building located at 2517 Fifth Street, Tillamook. City staff recommends approval of the proposed vacation with the following conditions. A public utility easement is recorded to allow Public Works Dept. access existing meters and Tillamook PUD to access the existing utility pole located within this vacated portion of Fifth Street. Secondly, access is provided to the easement on this vacated portion of Fifth Street. Ken Werner was present and stated he needs the vacation to complete the expansion to his business.

There were no written comments from the public received. There were no comments from the audience. The Public Hearing was closed.

Wyntergreen said City Attorney Putman noted one wording clarification under Section 1. (1) A public utility easement be recorded **to benefit** water, storm sewer, electricity, City Public Works Department and Tillamook Public Utility District within this vacated portion of Fifth Street. Also, under the last Whereas clause he recommended the inclusion of ...and posted at or near each end of the proposed vacation in at least two conspicuous places in the proposed vacated.

Councilor Sandusky moved for the first reading of the ordinance with proposed amendments by the City Attorney and City Manager by title only. Councilor Forster seconded the motion. Motion carried unanimously by Council seated. Sorensen read the ordinance by title only. The second reading will be at the next council meeting.

At 8:00 P.M. Mayor Weber recessed the regular council meeting and reconvened the Executive Session according to ORS 192.660 (2)(h) Legal Counsel.

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COUNCIL CONCERNS:

Councilor Martin stated his concerns over shrubbery at the NE corner of Third Street and Birch Avenue. Property belongs to the hospital. Wyntergreen was directed to refer the issue to the proper department. Wyntergreen stated that he has redesigned the City Complaint form and will give each of the members of the council copies for them to complete as the need arises.

MONTHLY REPORTS:

City Manager:

- Wyntergreen went over the Mayor's list of committee assignments. Council rules need to be updated. He also recommended a study session for the council to discuss the strategic plan for 2011. He recommended budgeting for codification for ordinances. He suggested looking at all personal services contracts and going out for RFQ's. He did note that the Agent of Record personal services contract was recently adopted and good until 2013.

Councilor Henson said he would like to have discussion at the study session on the task assignments for the different committees.

Councilor Sandusky moved to authorize staff to prepare RFQs for the contract services outlined tonight. Councilor Henson seconded the motion. Motion carried unanimously by Council seated.

Council set a workshop to address Council Rules and the Strategic Plan on Monday, March 21, 2011 at 5:30 P.M. prior to the Council meeting.

- Wyntergreen briefed the Council on a potential EPA Community Action Renewed Environment (CARE) grant that several organizations are interested in. The City would take the lead as the applicant. The Holden Creek group would like to apply for the grant. There is no requirement for matching funds so the City would be under no financial obligation. **Councilor Forster made a motion that the City take a lead role in submitting to EPA Community Action Renewed Environment (CARE) Grant and direct staff to help coordinate the efforts to compile that grant for submission. Councilor Henson seconded the motion. Motion carried unanimously by Council seated.**

City Recorder:

- Written report included in Council packets.
- Will be meeting with Stewart Williams and Angela Warren of Bank of Astoria to go over all account status.
- Attended the annual CIS Conference. City of Tillamook is again receiving a credit distribution in the amount of \$34,000 in recognition of members' good loss experience. This credit may be applied to liability, auto and Worker's Compensation and may be used over the next three years.
- She will be attending the OMFOA Conference March 7-9 at Salishan.
- She has submitted the legal advertising for the potting of the flower baskets. It will be in Wednesdays' Headlight-Herald newspaper.
- Revenues are at 58% for the end of January.

Mayor's Report:

- She and Council President Sandusky will be attending Mayor's Day at the Capitol on March 2, 2011.
- She and Wyntergreen will be attending the COLPAC meeting on March 3rd at Tillamook Bay Community College.

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- Council expressed interest in Ethics training. Sorensen was directed to set up the training locally. Sorensen commented that elected officials would be receiving their Statement of Economic Interest (SEI) from the State in the next few weeks.
- As members of the different committees, Mayor Weber asked councilors to submit requests for any action to be taken by the Council be submitted to Wyntergreen on Monday or Tuesday so the information could be included in packets.
- She thanked the community and newcomer Wyntergreen for taking part in this year's Charity Drive. Results of the winning high school class will be announced next week.
- Committee Updates:
 - Beautification Committee meeting set for March 1, 2011 @ 11 a.m. at City Hall.
 - Personnel Committee meeting TBA.

Councilor Forster asked that staff prepare "bullet point" minutes of committee meetings so all Council would be informed on what happened at the meetings. Wyntergreen agreed.

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:

City Manager Wyntergreen informed the Council that Sgt. Kettner has resigned his position to become the new director of 9-1-1 on March 4, 2011. The Police Dept. is doing some cross-training with Corporal Erica Bomar and Officer Nick Troxell but Sgt. Kettner may have to be brought back on the LEDS and/or IT services but Chief Wright will monitor those costs carefully.

There is a State Parks grant available that the City may want to apply for. A project would need to be identified and a resolution passed by the Council approving the project.

Wyntergreen told the Council there are six measures that carry a \$1,000/each credit from CIS. Things like updating your Safety policies and Personnel Handbook -- things that are already in the works by the City.

Councilor Davy asked if Wyntergreen would be doing the grant writing for the different grants the City is going after. Wyntergreen said he has written many Parks grants and feels comfortable writing the grant for the park playground equipment. The grant for Holden Creek is outside his expertise. He would need other people to put it together but he could do the final edit on it. Davy said that she noticed on the Planning Commission application of Jane Spence she had a lot of experience with grant writing. She suggested contacting her to serve on the committee. She also noted that some of the dollars raised in the Charity Drive stay in the community for charitable projects. She suggested finding out about applying for funds to be used as matching dollars for the grants. **Mayor Weber** stated that Urban Renewal has been talking about helping with dollars for Goodspeed Park playground equipment.

AUTHORIZATION TO PAY BILLS:

The Finance Committee had reviewed the current bills prepared for payment. **Councilor Martin moved to pay the bills approved by the Committee. A second was made by Councilor Sandusky. Council seated approved the motion unanimously.** Bills were paid in the following total amount. A copy of the voucher register is attached and by this reference is made a part of the record.

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GENERAL CHECKING ACCOUNT

Special Batch 2/09/2011	Check #30334	\$ 1,555.78
A/P Batch 2/22/2011	Checks # 30335-30372	\$ 173,057.04

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ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 9:00 P.M.

APPROVED:

Mayor

ATTEST:

City Recorder